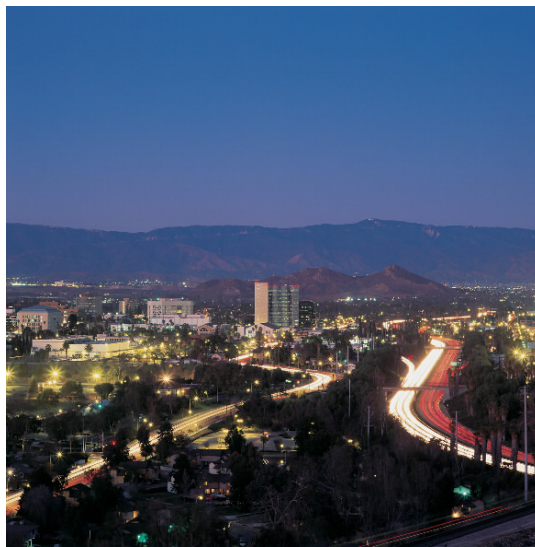


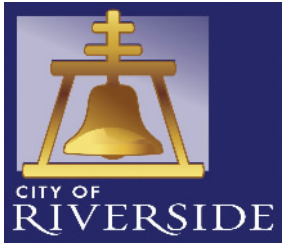
The City of Riverside
Is Seeking Experienced And
Dynamic Professionals To Serve As

HUMAN RESOURCES
PRINCIPAL ANALYST,
SENIOR ANALYST,
AND ANALYST



Be a part of this exciting, creative and cooperative environment where you can make a difference. These are exceptional leadership opportunities in a fast-paced, technologically-oriented, and community-focused organization.

THE POSITIONS



The City of Riverside Human Resources Department currently seeks three “dynamic professionals” to provide human resource expertise to City departments. Duties may vary depending on assignment. Current vacancies exist within Classification/Compensation, Training/Development and Special Programs, and Recruitment/Selection. Working in concert with the Human Resources Director and other Team Leaders, these analysts will play a pivotal role in achieving the City’s vision for developing a progressive organization with a customer service focus, while ensuring regulatory responsibilities as well as a safe environment free of discriminatory practices.

PRINCIPAL ANALYST

Salary is \$5,919 — \$7,934 monthly.*

Under general direction, the Principal Analyst will perform supervisory and/or lead supervisory professional human resources work in the development, implementation, and administration of the City’s human resources programs, and perform other related duties as assigned. This is the lead/supervisory class in the professional human resources series. Work involves responsibility for the application of advanced professional knowledge and skills to the systematic management of various human resource programs and issues.

The ideal candidate will possess a Bachelor’s degree from an accredited college or university with major work in business or public administration or a closely related field and at least five years of professional Human Resources experience equivalent to a Human Resources Analyst with the City of Riverside. A Master’s degree is desirable and may also substitute for one year of the required experience.



SENIOR ANALYST

Salary is \$4,973 — \$6,664 monthly.*

Under general supervision, the Senior Analyst will perform complex and difficult professional human resources work; provide human resource expertise to City departments; develop and conduct human resource programs; and perform other related duties as assigned. This is the advanced journey level class in the professional human resources series. Work involves responsibility for the application of advanced professional knowledge and skills to various human resource programs and issues.

The ideal candidate will possess the equivalent to a Bachelor’s degree from an accredited college or university with major work in business or public administration or a closely related field and a range of 3-5 years of professional Human Resources experience equivalent to a Human Resources Analyst with the City of Riverside. A Master’s degree is desirable and may also substitute for one year of the required experience.

ANALYST

Salary is \$4,008 – \$5,372 monthly.*

Under general supervision, the Analyst will perform professional human resources work, which may include a variety of program areas. This is the entry/journey level class in the professional human resources series. Work involves responsibility for the application of professional knowledge and skills to various human resource programs and issues.

The ideal candidate will possess the equivalent to a Bachelor's degree from an accredited college or university with major work in business or public administration or a closely related field and a range of 1-3 years of professional Human Resources experience equivalent to an Administrative Intern, Management Intern, or Human Resources Specialist with the City of Riverside. A Master's degree is desirable and may also substitute for one year of the required experience.

BENEFITS

The City offers an extremely attractive benefits package, including:

- Retirement—The City is a member of the State of California Public Employee's Retirement System (PERS) and provides employees with the 2.7% @ 55 formula. The City also pays the employee's contribution toward the plan.
- Health Insurance—The City offers two health insurance plans and contributes up to \$806 per month for employee and dependent coverage.
- Dental Insurance—The City provides two dental insurance plans and contributes \$45 per month.
- Life Insurance—The City provides and pays for term life insurance with accidental death and dismemberment equal to two times the annual salary plus \$1,000 to a maximum of \$300,000.
- Deferred Compensation—The City contributes up to \$200 per month to a 457 deferred compensation plan for a minimum \$50 monthly employee contribution.
- Leave Benefits—Includes all typical vacation, sick leave, bereavement leave and holiday benefits.

*Appointment may be made at any step contingent upon qualifications of successful candidate.

THE COMMUNITY



Recently named one of “America’s Most Livable Communities”, Riverside is the largest city within one of the fastest growing regions in the country. As the 12th largest city in California, Riverside has a diverse population of approximately 300,000, covering over 85 square miles. Strong elected, civic, and business leadership has enabled a diversified economy, balanced land uses, quality developments, cultural amenities, and a progressive outlook that supports the community today and well into its promising future.

The City is centrally located in the Inland Empire Region approximately 60 miles east of Los Angeles and 100 miles north of San Diego. As the City has continued to develop into one of the most economically powerful cities in Southern California, it has maintained its historic virtues and cultural roots.

CITY GOVERNMENT

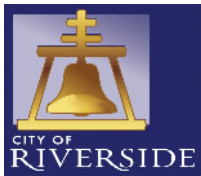
The City of Riverside was incorporated in 1883 and operates under the Council-Manager form of government established by City Charter in 1953. Seven members make up the City Council, elected for four-year terms by geographically designated wards (districts). The Mayor is elected at large and serves as Presiding Officer of the Council, interprets policies and programs to the community, and serves as official head of the City for ceremonial purposes. The Mayor has a voice in all Council proceedings but votes only to break a City Council tie-vote. Members of the Council select a representative from among themselves to serve as Mayor Pro-Tempore. The City Council appoints the City Manager, City Attorney and City Clerk in conformance with the City Charter.

The City's total budget of \$653.2 million reflects a regular full time staff of approximately 2600. The City provides all traditional municipal services and also operates electric and water utilities, a municipal airport, library, and museum.

The City Manager indirectly supervises all City departments. Assistant City Managers supervise the departments of Public Utilities, Police, Public Works, Fire, General Services, Human Resources, Information Technology, Museum, Library, Community Development, Development, Airport, and Parks, Recreation and Community Services, as well as the City's financial operations.

Riverside emphasizes public participation through 17 advisory boards and commissions which review issues and make recommendations on a broad range of topics.

APPLICATION AND SELECTION PROCESS



An Equal Opportunity Employer

For additional information regarding this opportunity, contact:

Dawn Walker, Recruiter

dwalker@riversideca.gov

Human Resources Department

3780 Market St., Riverside, CA 92501

(951) 826-5922—Fax (951) 826-2552

www.riversideca.gov

Applications will be accepted until positions are filled. To be considered, please submit a City application. Applications are available online at: www.riversideca.gov Please reference Job Codes: Principal Analyst (87302); Senior Analyst (87202); Analyst (87102).

Applications will be reviewed in relation to the criteria outlined in this brochure. Applications will be screened and successful candidates may be invited to compete in an oral interview and writing exercise. Candidates meeting the minimum qualifications will be placed on an eligibility list.

Our core values are integrity and credibility, commitment to service and action, accountability, inclusiveness and diversity, loyalty, personal growth, innovation, and teamwork.